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ISD News and Views

STATE DOCUMENTS COLLECTION

Volume 9 No. 1

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Commentary

Sherry Hanks, who has served as the News & Views Editor for the past few months, has transferred to the End User Computing Section within Application Services. We'll miss Sherry as our resident wordsmith. *News & Views* publishing responsibilities will be reassigned to a member of the Computing Policy and Development staff. If you have an article to submit, or have a topic you would like to see covered, call Sharon Ranstrom 444-2700.

Electronic Mail

Selection of Enterprise Electronic Mail System

The Information Services Division has begun implementing an electronic mail (e-mail) system that will permit communication among all state agencies. The software products selected allow e-mail exchange among the variety of computer systems and networks used in Montana state government. The following are the products/components selected for each computing platform:

<u>PRODUCT/COMPANY</u>	<u>COMPUTER PLATFORM</u>
EMC ² /TAO Fischer Intnl.	Mainframe attached 327X terminals
SNADS Gateway Fischer Intnl.	Minicomputers
Zip!Mail Attachmate Corp.	Personal Computer Local Area Networks

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With these components, agencies will be able to exchange messages, notes or files within or across computing platforms, using mainframe attached terminals, Local Area Networks, or mini-computers. ISD has prepared a document entitled "Personal Computer Directions - State of Montana". Chapter 5, Enterprise Electronic Mail discusses the enterprise electronic mail components and capabilities, ISD support and implementation plans, conversion considerations, agency costs, etc. To receive additional copies of this document, please contact the ISD Help Desk at 444-2973.

-- Pat Emineth

New Electronic Mail Addresses

ISD is in the process of converting from Personal Services/PC (PS/PC) to Zip!Mail. Zip!Mail is the state's newly selected LAN-based electronic mail (e-mail) system. If you are an e-mail user, we will send you a list of the new addresses electronically as employees are added to the new system. We are also publishing address changes in *News & Views*, beginning with the list provided below. If you use e-mail with any of the individuals listed please change your PS/PC nickname files and distribution lists to reflect the new addresses.

Once ISD has completed the conversion to Zip!Mail, we will distribute a printed copy of the updated directory to replace your outdated copies. Please contact Kyle Wynn at 444-2859 if you have questions or need help with modifying your nickname files or distribution lists.

	USER ID	ADDRESS
Administration		
Maynard, Polly	CX0218	ZIP01
Trevor, Mike	CX0099	ZIP01
Policy, R & D		
Baer, Clara	CX0242	ZIP01
Christnacht, Jim	CX0098	ZIP01
Cuchine, Linda	CX0101	ZIP01
Hawkins, Dan	CX0235	ZIP01
Kostecky, Don	CX0273	ZIP01
Ludwig, Alan	CX0244	ZIP01
Lustgraaf, Jeff	CX0148	ZIP01
Moon, Anita	CX0241	ZIP01
Owen, Debbie	CX0163	ZIP01

	USER ID	ADDRESS
Petersen, Larry	CX0264	ZIP01
Ranstrom, Sharon	CX0021	ZIP01
Secker, Curt	CX0050	ZIP01
Skuletich, Sue	CX0170	ZIP01
White, Jim	CX0247	ZIP01

Application Services Bureau

Anderson, Mary	CA0097	ZIP01
Brandt, Jeff	CA0103	ZIP01
Burns, Vince	CA0124	ZIP01
Emineth, Pat	CX0039	ZIP01
Hanks, Sherry	CX0190	ZIP01
Holm, Jeff	CX0115	ZIP01
Holm, Randy	CX7800	ZIP01
Lebahn, Lois	CA0308	ZIP01
Poepping, Gary	CX0150	ZIP01
Sheehy, Jim	CA0095	ZIP01
Smetana, Shelley	CX0110	ZIP01
Stroop, Glen	CX0040	ZIP01
Vavruska, Irvin	CX0156	ZIP01
Wynn, Kyle	CX0181	ZIP01

Computer Operations Bureau

Anlian, Robin	CZ0044	ZIP01
Beausoleil, Joe	CZ0017	ZIP01
Buswell, Dennis	CZ0094	ZIP01
Greene, Frances	CX0028	ZIP01
Grinsell, Don	CZ0055	ZIP01
Leikam, Toni	CX0111	ZIP01
O'Connor, Tricia	CZ0080	ZIP01
Rylander, Paul	CX0015	ZIP01
Smith, Dave	CX0009	ZIP01
Speranza, Dominick	CZ0073	ZIP01
Taylor, Archie	CZ0047	ZIP01
Tompkins, Jim	CZ0063	ZIP01

Telecom/Network Services Bureau

Armstrong, Ron	CZ0029	ZIP01
Barnes, Darvin	CZ0155	ZIP01
Benson, Dan	CZ0168	ZIP01
Brannin, Lavelle	CX0087	ZIP01
Buchholz, Tom	CZ0066	ZIP01
Coyle, Sandi	CX0188	ZIP01
Dooley, Ric	CZ0146	ZIP01
Eickhoff, Don	CX0246	ZIP01
Heilman, Ron	CX0122	ZIP01
Hotvedt, Carl	CX0263	ZIP01
Johnson, Dave	CZ0177	ZIP01
Kelly, Dan	CX0243	ZIP01
Kramer, Terry	CZ0082	ZIP01
Leone, Sherry	CX0072	ZIP01
Lonz, Nancy	CX0233	ZIP01
Marshall, Dave	CX0113	ZIP01

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	USER ID	ADDRESS
McCracken, Mike	CX0086	ZIP01
Noland, Steve	CZ0037	ZIP01
O'Neil, Rita	CX0206	ZIP01
Smith, Les	CX0267	ZIP01
Stav, Paul	CX0239	ZIP01
Stock, Dorinda	CZ0045	ZIP01
Tennessee, Cindie	CX0157	ZIP01
Wheeler, Wendy	CX0141	ZIP01
Whitling, Ted	CX0237	ZIP01

--Pat Emineth

Personal Computer Directions

ISD submitted a white paper entitled "PERSONAL COMPUTER DIRECTIONS - STATE OF MONTANA" at the June 12, 1991 Data Processing Managers Meeting. This paper is a result of ISD's needs to formulate direction in areas related to management of the State's Data Communication Network (DCN). Its purpose is to provide insight to the current directions of ISD with regard to the use of personal computers (PC's) within state government during the 1990's.

The white paper includes the following topics: background; personal computer hardware; personal computer operating systems; enterprise electronic mail. The next chapter will cover network operating systems. Additional topics will be covered in the future as needs dictate.

Additional copies of this white paper are available on request. Contact the ISD Help Desk at 444-2973.

Term Contract Status

Microcomputer Term Contracts

Term contracts for the purchase of microcomputers are in place for use by state agencies. Agencies needing to purchase microcomputers

have a choice of Digital Equipment Corporation (DEC) equipment, IBM equipment from ComputerLand of Helena, and Dell Equipment.

Copies of the term contracts are available through Purchasing. Additional information on product and specifications is available from ISD. If you need a copy of the term contracts, call Purchasing at extension x2575; if you need other assistance or technical advice, call Debbie Owen at x2700 or Ron Armstrong at x2905.

Mainframe

Laser Printer

If you are looking to reduce your storage space for printed output or special forms and reduce your print cost you should consider switching from line printer to laser printer. The switch can be made quickly and easily (normally a JCL parameter) with little or no effort on your part.

Effective July 1, 1991, the rate for laser print will be reduced from \$0.0375 to \$0.0300 per simplex sheet. This rate includes paper cost of \$0.0052 and image cost of \$0.0248. An image is whatever is printed, whether it be one line, many lines, or electronic overlays with data. The duplex cost will be \$0.0548 per duplex sheet: \$0.0052 for paper, \$0.0248 front image, and \$0.0248 back image.

Contact ISD/Operations for additional information and assistance.

-- Mick Plovanic

VSAM Cluster Reorganization

How can you tell if your VSAM cluster needs to be reorganized? The July ENTERPRISE SYSTEM JOURNAL contains an article titled "Tuning VSAM Systems - To Reorganize Or Not To Reorganize." If this is your question, to get the answer, contact Technical Services at 444-2860 for a copy of the article.

-- R. Anlian

Records Management Transfer

House Bill 897, effective July 1, 1991 transfers most of the records management function, previously in the Records Management Section of the Central Computer Operations Bureau, to the Secretary of State. The Computer Output Microfilm (COM) unit will remain with the Central Computer Operations Bureau and will be relocated to the Mitchell Building.

ISD Help Desk 444-2973

Have a problem? Need ISD assistance or support for any of your information processing needs, be it voice or data? The central contact point is the ISD HELP Desk.

Training

Systems Analysis Class

The Department of Labor is sponsoring a systems analysis class September 30 through October 4. "Fast Start In Systems Analysis" will be presented by Systemation and the cost will be about \$400/person (a discount from the usual \$850/person). There are extra seats available so the Department of Labor is inviting other state agencies to enroll. Contact Kirsten Graham at 444-3421 for more details or to enroll.

-- Randy Holm

AutoCAD Training

The Department of Fish, Wildlife and Parks (FWP) has organized a training class on the Computer Aided Design software, AutoCAD. This class, taught by an instructor from

Northern Montana College, will focus on Advanced AutoCAD or Level 2 AutoCAD. The three day session will be taught at the Capitol High School computer lab from Thursday, October 17, through Saturday, October 19.

If you are interested in attending this class, contact Dick Mayer or Paul Valle at FWP (444-3755). Enrollment will be on a "first come, first served" basis because space is limited to eight to ten students. The cost of the class will be approximately \$160.00 per person.

-- Sherry Hanks

ISD Training Cost Changes

As of July 1, 1991, ISD is changing the cost of our training classes. Training is no longer subsidized by computer rate cost recovery, so the cost of most classes will increase. This is the first increase since 1989. The new cost will be \$75.00 for a full-day class. Half-day classes will be \$37.50, and the quarter-day rate will be \$18.75.

The Training Information table on the following page shows the costs for each of our regular classes. The cost for the special CICS class--offered at the end of the month--is also shown. The CICS class cost is based on the actual cost of the training contract. However, ISD is absorbing a substantial part of the cost that is in excess of our \$75.00 rate. The costs for the special IDMS classes are not yet available, as the training contract has not been awarded.

If you have any questions concerning the new training costs, please call End User Computing at 444-1392.

-- Sherry Hanks

Training Information

All classes will be held in the basement of the Teachers Retirement Building at 1500 6th Ave. unless another location is specified. There is a limit of 12 participants per paid class and 20 participants per demonstration (free) class, unless otherwise announced.

The classes available and their costs are as follows:

<u>Class Name</u>	<u>Cost</u>	<u>Length in Days</u>
Introduction to TSO/SPF	\$ 75.00	1
*Personal Services/PC (PS/PC)	37.50	½
*Personal Manager (PM)	30.00	½
*Introduction to JCL (Job Control Language)	300.00	4
CICS Command Level Programming	575.00	5
Introduction to IDMS	to be determined	5
IDMS ADS/Online	to be determined	5
*Introduction to Culprit	225.00	3
*Subscripting in Culprit	FREE	¼
*Culprit Programming for IDMS	150.00	2
*Using COMPAREX	37.50	½
*Using Novell Network	37.50	½
*Introduction to SAS: Module 1	18.75	¼
Module 2	18.75	¼
Module 3	187.50	2½
Module 4	37.50	½
Module 5	37.50	½
Beginning Microcomputer Skills	75.00	1
Fundamentals of DOS	75.00	1
*Intermediate DOS	75.00	1
Introduction to WordPerfect (5.0 or 5.1)	112.50	1½
Advanced Features of WordPerfect (5.0 or 5.1)	112.50	1½
*WordPerfect Complex Document Design	FREE	¼
*Conversion from WordPerfect 5.0 to 5.1	37.50	½
Introduction to Lotus 1-2-3 (Rel. 2.2 or 3.1)	150.00	2
*Spreadsheet Design and Documentation	75.00	1
Advanced Lotus 1-2-3 (Rel. 2.2 or 3.1)	150.00	2
*Freelance	75.00	1
Lotus 1-2-3 Macros, Release 2.2	150.00	2
*Lotus 1-2-3 Database Features	150.00	2
*Conversion from Lotus 2.2 to 3.1	37.50	½
*Introduction to PFS:Professional File, Version 2.0	75.00	1
Micro Database Concepts and Design	75.00	1
Introduction to R:Base (Rel. 3.1)	187.50	2½
*Intermediate R:Base (Rel. 3.1)	150.00	2
*Conversion from R:Base 2.11 to 3.1--Demonstration	FREE	¼
*State Telephone Training	FREE	¼

* This class is not scheduled during the time covered in this issue.

Training Calendar

Data Network/Mainframe Classes

July 29 through August 2
August 19 through 23
Sept 23 through 27
Sept 30

CICS Command Level Programming
Introduction to IDMS
IDMS ADS/Online
TSO

Microcomputer Classes

August 5
August 12

Beginning Microcomputer Skills
Fundamentals of DOS

Word Processing Classes

July 22 & July 23 am
July 25 & July 26 am
August 7 & August 8 am
Sept 5 & Sept 6 am
Sept 12 & Sept 13 am

Introduction to WordPerfect 5.1
Advanced Features of WordPerfect 5.0
Introduction to WordPerfect 5.0
Introduction to WordPerfect 5.1
Advanced Features of WordPerfect 5.0

Spreadsheet Classes

July 8 & 9
August 13 & 14
Sept 9 & 10
Sept 16 & 17
Sept 19 & 20

Introduction to Lotus 1-2-3, Rel. 2.2
Introduction to Lotus 1-2-3, Rel. 2.2
Introduction to Lotus 1-2-3, Rel. 2.2
Advanced Lotus 1-2-3, Rel. 2.2
Lotus 1-2-3 Macros, Rel. 2.2

Database Classes

August 26
August 27, 28 & 29

Micro Database Concepts & Design
Introduction to R:Base

Data Network/Mainframe Classes

INTRODUCTION TO TSO/SPF: presented by Jeff Holm of Application Services Bureau

DATE: September 30, 1991
TIME: 8:30 am to 4:00 pm
PREREQUISITE: 3270nd (interactive class on terminal operation)
LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

INTRODUCTION TO TSO/SPF is a hands-on workshop about using computer terminals (or PC terminal emulators) and the SPF editor. SPF is an easy-to-learn menu system used to enter data and programs into the State of Montana central computer. Entering data, changing data and submitting programs (jobs) for execution are covered in detail. Also covered are SPF's utility functions and the tracking of job output.

This course is essential for state government personnel using terminals or PC's linked to the State's central computer. It is a prerequisite for many other ISD classes.

INTRODUCTION TO CICS PROGRAMMING: presented by DTA Training Services

DATE: July 29 through August 2, 1991
TIME: 8:30 am to 4:30 pm
LIMIT: 16 Students
PREREQUISITE: Understanding of COBOL or PL/I programming language
LOCATION: Basement of Teachers Retirement Building at 1500 6th Ave.

This Introduction to CICS Programming is intended to familiarize the application developer with the concepts of online programming using IBM's Customer Information Control System (CICS) command level language. This class will provide application developers responsible for writing or maintaining CICS programs with a solid understanding of CICS concepts. Principles of program, time, terminal, file, transient data, temporary storage and journal management will be examined in detail for a pseudo-conversational task. Students will use the screen generator BMS/GT and debug facility InterTest in the hands-on exercises.

INTRODUCTION TO IDMS DATABASE PROGRAMMING: presented by contractor to be selected

DATE: August 19 through 23, 1991
TIME: 8:30 am to 4:30 pm
LIMIT: 16 Students
PREREQUISITE: Understanding of COBOL or PL/I programming language
LOCATION: Basement of Teachers Retirement Building at 1500 6th Ave.

INTRODUCTION to IDMS DATABASE PROGRAMMING is intended as the foundation for all other IDMS-related education. A clear and concise explanation of database constructs such as elements, records, set and areas will be covered in detail. The database concepts will be coupled with the Data Manipulation Language (DML) for a thorough examination of navigation strategies, currency, concurrent

update and recovery, integrated indexing, and programming with Logical Record Facility (LRF). This class will provide application developers responsible for writing or maintaining IDMS programs with a solid understanding of IDMS concepts.

Microcomputer Classes

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of The Computer School

DATES: August 5, 1991
TIME: 8:15 am to 4:30 pm
PREREQUISITE: None
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course will give participants brief hands-on experience with microcomputers. The following topics will be covered:

- The Machine
- The Operating System
- Word Processing
- Spreadsheets and Graphics
- File Management
- Communications

All class time will be spent using microcomputers and software. This course helps develop a positive attitude toward using microcomputers and teaches their basic functions. It--or its equivalent--is a prerequisite for other microcomputer courses.

FUNDAMENTALS OF DOS: presented by the staff of The Computer School

DATE: August 12, 1991
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Beginning Micro Skills and/or 3 months micro experience
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

"Fundamentals of DOS" is intended for microcomputer users who need to know more about controlling the microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Set-up files such as CONFIG.SYS
- Internal DOS commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- Interpreting batch files
- Backup procedures

Word Processing Classes

INTRODUCTION TO WORDPERFECT 5.0: presented by the staff of The Computer School

DATE: August 7 and 8, 1991
TIME: 8:30 am to 3:30 pm on first day
8:30 am to noon on second day
PREREQUISITE: Beginning Microcomputer Skills or equivalent
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed for beginning users of WordPerfect 5.0. Experience with WordPerfect 4.2 is not necessary. Participants will go through the fundamentals of creating, printing, and editing documents. The class will cover the Setup feature; formatting documents as they are created and after creation; and some time saving features such as spell check, merges, block functions and macros.

ADVANCED FEATURES OF WORDPERFECT 5.0: presented by staff of The Computer School

DATE: July 25 and 26, 1991
September 12 and 13, 1991
TIME: 8:30 am to 3:30 pm on first day
8:30 am to noon on second day
PREREQUISITE: Introduction to WordPerfect 5.0 or equivalent
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, font changes within a document, creation of style sheets and master documents, keyboard layout, the compose function and graphics.

INTRODUCTION TO WORDPERFECT 5.1: presented by The Computer School staff

DATE: July 22 and 23, 1991
September 5 and 6, 1991
TIME: 8:30 am to 3:30 pm on first day
8:30 am to noon on second day
PREREQUISITE: Beginning Microcomputer Skills or equivalent
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed for users who are new to WordPerfect. Experience with WordPerfect 5.0 is not necessary. Participants will go through the basics--creating, editing and printing documents. Some advanced features--spell check, block functions and others--will also be covered.

Spreadsheet Classes

INTRODUCTION TO LOTUS 1-2-3 RELEASE 2.2: presented by the staff of The Computer School

DATE: July 8 and 9, 1991
August 13 and 14, 1991
September 9 and 10, 1991

TIME: 8:30 am to 4:30 pm each day

PREREQUISITE: Beginning Microcomputer Skills or equivalent

LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed for persons with little or no Lotus 1-2-3 experience. It will consist of instructions and hands-on practice, with lab time available for building spreadsheets of the participants' choosing.

The class will concentrate on using 1-2-3 Release 2.2 to design, create, edit and print spreadsheets and to create graphics. Some intermediate features such as the Allways Add-In product will be used to teach enhanced printing of spreadsheets and graphs.

ADVANCED FEATURES OF LOTUS 1-2-3, VERSION 2.2: presented by the staff of The Computer School

DATE: September 16 and 17, 1991

TIME: 8:30 am to 4:30 pm each day

PREREQUISITE: Introduction to Lotus 1-2-3

LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is designed for anyone who is using Lotus 1-2-3 to create spreadsheets for all but the simplest applications. It consists of lecture, hands-on practice, lab work and a question and answer period. Advanced features include:

- File linking and multiple worksheet consolidation
- The @ functions
- Use of dates and times within 1-2-3
- Hiding and/or protection of spreadsheet ranges
- Advanced global settings
- Setting sheets and improved graph appearance

The class will also cover demonstrations of Lotus 1-2-3's database and Macro functions and many other features not included in Introduction to Lotus 1-2-3.

LOTUS 1-2-3 MACROS, RELEASE 2.2: presented by Irvin Vavruska of the Application Services Bureau

DATE: September 19 and 20, 1991
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Beginning and Advanced Lotus 1-2-3 Release 2.2
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed for those who want to learn about Lotus 1-2-3 macros. It will consist of instruction, demonstrations, and hands-on practice with lab time available to build spreadsheets of participant's choosing. The class will concentrate on using 1-2-3 Release 2.2 to design, create, and edit macros to perform simple operations or redundant tasks. Material covered will include writing and debugging macros, using the keystroke recorder, and using advanced macro commands.

Database Classes

MICRO DATABASE CONCEPTS AND DESIGN: presented by Jeff Holm of the Application Services Bureau

DATE: August 26, 1991
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed to give participants a preliminary understanding of what a relational database is and how it compares to other products like Lotus 1-2-3 and PFS:Professional File. The class teaches database design techniques and is a prerequisite for other database classes offered by ISD.

INTRODUCTION TO R:BASE, RELEASE 3.1: presented by the staff of The Computer School

DATE: August 27 through August 29, 1991
TIME: 8:30 am to 4:30 pm on first and second days
8:30 am to noon on third day
PREREQUISITE: Micro Database Concepts and Design
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will give participants hands-on experience creating a database and developing a simple application with R:Base 3.1. The application will include database updates, queries, and simple form and report generation. The R:Base menu system will be used to develop the application. This class will not cover the R:Base command mode or programming other than menu system application development.



ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION IN FULL AND
RETURN IT TO THE INFORMATION SERVICES "HELP DESK"
PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc Sec Nbr (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

Phone: _____

How have you met the required prerequisites for this course? Explain giving the class(es) taken, tutorial(s) completed, and/or experience.

BILLING INFORMATION/AUTHORIZATION

Are you an ISD subscribing agency: _____

ISD Billing Number (5 digits): _____

Authorized Signature: _____

**FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS
CANCELLATIONS ARE MADE THREE BUSINESS DAYS BEFORE
THE START DATE FOR EACH CLASS.**

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